

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD  
TECHNICIAN VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT #**

10-118A

**OPEN PERIOD:**

4/19/2010 – 4/18/2011

(open until filled)

**JOB TITLE:**

Base Services Specialist

**PAY GRADE AND SERIES:**

GS-0301-05/07/09

**PAY RANGE:**

\$37,073 – 73,019

**POSITION LOCATION:**

Moffett FAF, CA.

**UNIT:**

129<sup>th</sup>

**APPOINTMENT TYPE: PERMANENT W/DUAL STATUS**

**AREA OF CONSIDERATION: ALL SOURCES**

**PDCN #:**

80174000

Military grade of E-4 through E-8.

**Security Clearance Required:**

Secret

**Compatible Military Grade Assignment: AFSC 3M0XX.**

**THIS IS A PERMANENT POSITION**

This position is located in the Services Flight at an ANG Wing/Group Flying Unit. Its purpose is to manage the Prime Readiness in Base Services (Prime RIBS) and base Services (SV) activities.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification is NOT authorized upon approval.**

**PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) is NOT authorized, based on a determination that PCS move is not in the Government interest**

**Position Requires Travel:** Infrequent/Rare.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience, education or training which provided a general knowledge of the principles of organization, management, and administration.

**Base Services Specialist, GS-0301-09, Specialized Experience:** Must have 24 months specialized experience in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contact to convey information; progressively responsible experience which demonstrates the ability to provide technical guidance and assistance in the type of work or work comparable to the position being filled; operating, administrative, program or managerial experience in the type of work or a combination of functions directly related to the position to be filled or in comparable work or functions.

**Base Services Specialist, GS-0301-07 (Trainee) Specialized Experience:** : Must have 12 months specialized experience in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contact to convey information; progressively responsible experience which demonstrates the ability to provide technical guidance and assistance in the type of work or work comparable to the position being filled; operating, administrative, program or managerial experience in the type of work or a combination of functions directly related to the position to be filled or in comparable work or functions; experience in the performance of any clerical or office type duties.

**Base Services Specialist, GS-0301-05 (Trainee) Specialized Experience:** Must have 6 months specialized experience in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contact to convey information; experience in the performance of any clerical or office type duties; operating, administrative, program or managerial experience in the type of work or a combination of functions directly related to the position to be filled or in comparable work or functions.

**TRAINEE POSITION:** Applicants not meeting full qualifications for the GS-09 position indicated below may be considered for GS-07 or GS-05 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-09 upon meeting full qualifications and recommendations of supervisor.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

a. Skill in oral and written communications.

- b. Ability to give specific guidance relative to a particular program.
- c. Ability to perform a variety of administrative duties relative to a particular program.
- d. Skill in the performance of standard clerical/office type duties.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Successful completion of a full 4 year course in an accredited college or university leading to a bachelor's degree is qualifying for grade GS-05. Completion of courses such as the Officer Advanced Course, Squadron Officer School, Command and Staff College, Army and Air War College, National Security Management Course and others of comparable level will be credited at the rate of one month of education for two months specialized experience.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE:** NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

**CONDITIONS OF EMPLOYMENT:**

Must qualify for appropriate level of security clearance required for the position  
Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

**IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350**

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- Transcripts, if applicable
- Miscellaneous Items ( i.e., Flight Records, Bar Certification), if applicable
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), if applicable

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**